Plagiarism is stealing.

It is the theft of another’s work... and it is against the law.
(Academic Dishonesty WAC 132Q-30-210)

The best way to avoid plagiarism is to ask your teacher or librarian for help citing your sources.

You MUST give credit by citing the source whenever you:
- Use another person’s ideas or theories
- Use statistics, graphs, graphics, images, etc.
- Quote another person’s words that you have read or heard
- Paraphrase another person’s ideas or words

Guidelines

General:
- Typed, double spaced text, 1 inch margins on all sides.
- Legible font, e.g., Times New Roman, Courier New or Arial. Font size = 12 point.
- Leave only one space after periods.
- Include a header with your last name, followed by a space and then the page number, aligned right (on every single page).
- Begin each paragraph with a half-inch indent.

First Page:
- No title page, unless requested.
- In the upper left-hand corner, list your name, your instructor’s name, the course, and the date - double-spaced (see example).
- Center the title of your paper. Do not underline, italicize or place your title within quotes.

Works Cited Page:
- Begin on a new page at the end of the paper.
- Label the page Works Cited, centered at the top of the page.
- Double-space everything - both between and within all citations. Use the hanging indent style (see example).
- Every citation must include the Medium of Publication. Most entries will be either Print or Web. For examples - see the other side of this pamphlet!
- Titles are italicized - not underlined. Capitalize principle words in the titles of articles, books, etc. (Exceptions may apply - ask for help.)

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www.scc.spokane.edu/library

Source for examples above:

Always follow your instructor’s guidelines!